

Administrative Order



Administrative Order No.: 7-38

Title: Employees Whose Required License or Certification is Suspended, Revoked or Expired

Ordered: 11/19/2002

Effective: 11/29/2002

AUTHORITY:

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter.

POLICY:

It is the policy of Miami-Dade County that County employees whose required license or certification is revoked, suspended or expired shall immediately notify their departmental supervisor.

APPLICABILITY OF THIS ORDER:

This order shall be applicable to all Miami-Dade County employees who are required to maintain a specific license or certification in order to perform their job duties or receive any pay supplement(s) in accordance with the Miami-Dade County Pay Plan.

PROCEDURE:

It is the responsibility of the department to develop and implement departmental procedures to monitor and track required licenses and certifications of County Employees.

Any Miami-Dade County employee whose required license or certification is revoked, suspended or expired shall immediately notify his/her departmental supervisor. The supervisor must then notify the Departmental Personnel Representative.

Upon notification of the revocation, suspension or expiration of the required license or certification, the department shall immediately review the circumstances and take appropriate action. If necessary, the department should consult with the Employee Relations Department for guidance and assistance.

Failure of any employee to notify his/her department of the revocation, suspension or expiration of the required license or certification shall result in administrative action up to and including dismissal from County service.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

Steve Shiver
County Manager